

**From:** Julia Marino  
**Sent:** Wednesday, August 09, 2017 4:19 PM  
**To:** Joan Noble  
**Subject:** Downtown Concierge CC Auth  
**Attachments:** downtown concierge cc.docx

Please see the attached. I don't have a true receipt for this.

**Julia Marino**  
Economic Development Associate



**Downtown Center Business Improvement District**  
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017  
Call: 213-416-7529 | Fax: 213-624-0858  
Web: [DowntownLA.com](http://DowntownLA.com)



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**From:** Julia Marino  
**Sent:** Monday, July 10, 2017 5:25 PM  
**To:** '[REDACTED]@downtownla.com' <[REDACTED]@downtownla.com>  
**Cc:** Elan Shore <eshore@downtownla.com>  
**Subject:** RE: Shuttle Service for DTLA Open House - Saturday July 15

Hi Michelle,

Please see a completed credit card authorization form for one bus attached, and let me know if anything else is needed from us.

**Julia Marino**  
Economic Development Associate



**Downtown Center Business Improvement District**  
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**From:** Elan Shore  
**Sent:** Monday, July 10, 2017 12:55 PM  
**To:** Julia Marino <[jmarino@downtownla.com](mailto:jmarino@downtownla.com)>  
**Subject:** FW: Shuttle Service for DTLA Open House - Saturday July 15

**From:** [REDACTED].com [mailto:[REDACTED].com] **On Behalf Of** Michelle Thrower  
**Sent:** Monday, July 03, 2017 2:33 PM  
**To:** Elan Shore <[eshore@downtownla.com](mailto:eshore@downtownla.com)>  
**Subject:** Re: Shuttle Service for DTLA Open House - Saturday July 15

Hi,

Sorry about the delay. i can provide 1 bus.

On Mon, Jul 3, 2017 at 10:40 AM, Elan Shore <[eshore@downtownla.com](mailto:eshore@downtownla.com)> wrote:

Michelle,

Just checking in to see if you can confirm the number of shuttles you can provide and the cost.

Thanks!

Elan

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**From:** Elan Shore  
**Sent:** Wednesday, June 28, 2017 3:56:05 PM  
**To:** Michelle Thrower  
**Subject:** RE: Shuttle Service for DTLA Open House - Saturday July 15

Michelle,

Thanks so much. I left a voicemail earlier today. You can call me back on my cell at [818-818-818](tel:818-818-818) anytime today.

Cheers,

Elan

**From:** [REDACTED].com [mailto:[REDACTED].com] **On Behalf Of** Michelle Thrower  
**Sent:** Wednesday, June 28, 2017 1:29 PM  
**To:** Elan Shore <[eshore@downtownla.com](mailto:eshore@downtownla.com)>  
**Subject:** Re: Shuttle Service for DTLA Open House - Saturday July 15

Hi Elan,

Yes, we would love to be involved. Give me a call to discuss the particulars.  
cell [805-805-805](tel:805-805-805)

On Wed, Jun 28, 2017 at 12:09 PM, Elan Shore <[eshore@downtownla.com](mailto:eshore@downtownla.com)> wrote:

I am writing regarding shuttle transportation needs for an upcoming event. On Saturday July 15 from 10 AM to 3 PM we are hosting DTLA Open House, a showcase of 5 different residential properties, with guests moving along a “track” from one property to the next.

<https://www.downtownla.com/miy/open-house>

Although the distances between the stops are all walkable, we are planning to run a shuttle service for the duration of the event, which is from 10:00 AM to 3:00 PM.

All told we are expecting to need around 10 shuttles, which we are planning to get from several different sources, including some of our property owners who have generously donated some of theirs. We would like to see if we can work out an arrangement with you to provide one or more of your buses for the event. We expect to have about 1,500 attendees, most of them new to Downtown, but looking to move here.

Feel free to get back to me by email or by phone if you would like to discuss.

&nbsp;

**Elan Shore**

Associate Director, Research & Special Projects



**Downtown Center Business Improvement District**

626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

Call: [213-416-7518](tel:213-416-7518) | Fax: [213-624-0858](tel:213-624-0858)

Web: [DowntownLA.com](http://DowntownLA.com)



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Regards,

Michelle Thrower

[\[REDACTED\].com](#)

C. [805-](tel:805-)[REDACTED]

O. [213-](tel:213-)[REDACTED]

F. [213-](tel:213-)[REDACTED]

Downtown Los Angeles

[www.conciergedtla.com](http://www.conciergedtla.com)



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Regards,

Michelle Thrower

[michelle@conciergedtla.com](mailto:michelle@conciergedtla.com)

C. 805.312.3121

O. [213.896.9260](tel:213.896.9260)

F. 213.344.4136

Downtown Los Angeles

[www.conciergedtla.com](http://www.conciergedtla.com)

